

Eastern Bank

TreasuryConnect

Money Transfer

User Manual

This user manual provides instructions for setting up new users and accessing services found within the Money Trans Admin group and the Money Transfer group.

Within Money Trans. Admin the services are:

- Template Permissions (bank defined only)
- Approval Requirements (free form and customer defined templates)

Within Money Transfer those services are:

- Wire Approval
- Wire Input
- Multiple Entry
- Wire Report (Outgoing and Incoming)
- Wire Templates (bank and customer defined)
- Template Groups

October 2013

Table of Contents

TABLE OF CONTENTS	2
I. MONEY TRANSFER.....	3
A. WIRE SERVICE	3
i. Permitting Money Transfer to Users	3
ii. Permitting MT Accounts to Users	4
iii. Setting Approval Limits for MT Accounts	4
B. TEMPLATE PERMISSIONS SERVICE	5
i. Permitting Bank Defined Wire Templates to Users.....	5
ii. Setting Entry and Approval Limits for Templates Assigned to Users	6
C. APPROVAL REQUIREMENTS	6
i. Setting up approval requirements at the account level.....	7
ii. Account Approval Requirements Report.....	8
II. MONEY TRANSFER SERVICE	9
A. WIRE INPUT SERVICE	9
i. Inputting Wires	9
ii. Inputting a Free Form Wire	11
B. WIRE TEMPLATE SERVICE	13
i. Adding a Customer Defined Template	13
C. WIRE APPROVAL SERVICE	15
i. Approving Pending Wire Transfers.....	15
ii. Deleting Pending Wire Transfers	17
iii. Editing Pending Wire Transfers	18
D. WIRE REPORT SERVICE	19
i. Outgoing Wire Transfer Report.....	19
ii. Incoming Wire Transfer Report	22
E. MANAGING TEMPLATE GROUPS.....	23
i. Adding Template Groups	23
ii. Deleting Template groups.....	24
F. MULTIPLE ENTRY	24
I. Multiple Entry Input.....	25

I. MONEY TRANSFER

Overview

The Money Transfer system enables Corporate Customers to request money to be transferred between two accounts at different financial institutions or affiliate banks.

A. WIRE SERVICE

The Corporate Administrator will set up and maintain Wire Accounts and transaction limits per transaction/per day using the User Admin function.

i. Permitting Money Transfer to Users

The Corporate Administrator will permit the money transfer permissions and accounts to other users. To grant User Permissions and Accounts, go to the **User Administration** option and click on the **User Admin** tab:

1. Select a user from the list
2. Click on **Services** link to view the User Service Permissions. Click on Money Transfer to enable all services or click on the individual services to assign to the user.
3. Click submit.

Copy permissions from existing user:		-- None --
User Information		User Service Permissions
* User Code (12)	test1234	<input type="checkbox"/> SELECT ALL
* User Password (12)	<input type="checkbox"/> Money Transfer
* Retype User Password (12)	<input type="checkbox"/> Approval Reqs
* User Name (40)	tony testosr	<input type="checkbox"/> Money Transfer Input
Address 1 of 2 (40)	195 MARKET STREET	<input type="checkbox"/> Money Transfer Reports
Address 2 of 2 (40)		<input type="checkbox"/> MT Pending Approvals
City (25)	LYNN	<input type="checkbox"/> MT Template Permissions
State or Province (25)	MA	<input type="checkbox"/> Multiple Entry
Postal Code (20)	01901	<input type="checkbox"/> Template Groups
Telephone (25)	781-506-4405	<input type="checkbox"/> Wire Templates

ii. Permitting MT Accounts to Users

If still on the User Admin page, click the **Permissions** link otherwise:

1. Select **User Administration** from the drop down list.
2. Click on **User Admin** and select the User.
3. Click the **Permissions** link to assign the accounts to the user.

User Account Permissions										Select All
Bank	Acct Num	Acct Name	Curr	BR Previous Day	BR Same Day	Book Transfer	Loans	Money Transfer	Positive Pay	Stops
EBK	123456		USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EBK	56789		USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EBK	997654	Eastern Bank Demo	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

iii. Setting Approval Limits for MT Accounts

If still on the User Admin page, click **Limits** link otherwise:

1. Select **User Administration** from drop down list
2. Click on **User Admin** and select the User.
3. Click the **Limits** link to assign limits to users.
4. Choose to keep the default amounts as they are or enter the dollar amount the user is limited to for each transaction entry in the Max Entry field (Entry/Txn)
5. Enter the dollar amount the user is limited to for all transactions for the total day in the Max Entry per Day field (Entry/Day)
6. Enter the dollar amount for which the user is limited for each transaction approval in the Max Approval field (Approval/Txn)
7. Enter the dollar amount the user is limited to for all transaction approvals for the day in the Max Approval per Day field (Approval/Day)
8. Click in the **Template Only** checkbox if you want the user to only use the account in a template, otherwise leave the box unchecked to allow free form wires. *If template only is selected, the user will not be permitted to create free-form wires.*
9. Click the **Submit** button.

Note: If the **wire** limit has been set at the Customer level, the Admin can not give a User a higher limit then what has been defined. If the User is given a higher limit they will not be able to enter more than what the Customer Level wire limit has been set at. (If the customer level has been set there will be a line under Wire Limits displaying what the limits have been set at.)

Wire Limits							Note: Customer Level Wire Limits are currently enabled for this Custo
Customer Level Limits			5.00	5.00	5.00	5.00	
Bank	Account	Account Name	Entry/Txn	Entry/Day	Approval/Txn	Approval/Day	Template Or
Apply To All			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
EBK	555555	Eastern-Bank Demo	10.00	10.00	10.00	10.00	<input type="checkbox"/>
EBK	666666	Eastern Bank-Demo 2	10.00	10.00	10.00	10.00	<input type="checkbox"/>

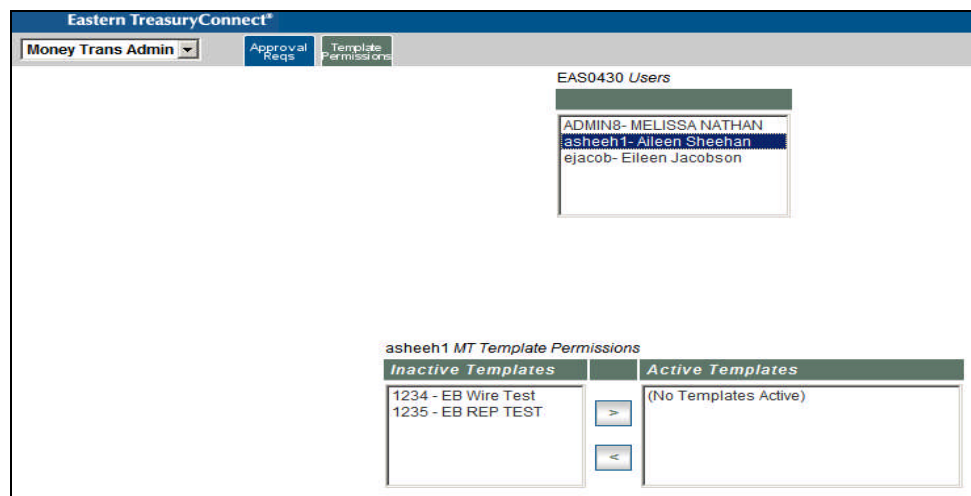
B. TEMPLATE PERMISSIONS SERVICE

The Administrator uses the Template Permissions service to set up and maintain user permissions to the **Bank defined Money Transfer Templates**. Transaction limits and approval limits are also established and maintained on a per transaction/per day limit basis. The Administrator has access to bank defined templates that have been created and permitted by the bank, as well as templates that are created from an account for which the user has permission.

i. Permitting Bank Defined Wire Templates to Users

To grant users permission to wire templates:

1. Select **Money Trans Admin** then click on the Template Permissions tab.

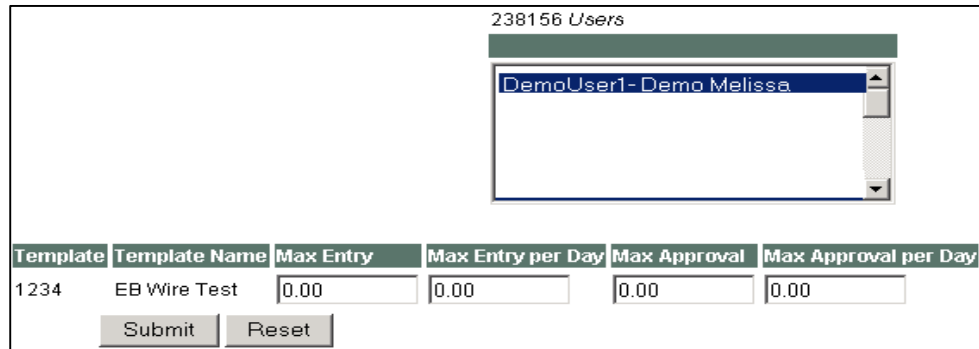


The screenshot shows the Eastern TreasuryConnect interface. At the top, there is a header bar with the title 'Eastern TreasuryConnect'. Below the header, there is a navigation bar with a dropdown menu set to 'Money Trans Admin' and two tabs: 'Approval Reqs' and 'Template Permissions'. The 'Template Permissions' tab is selected. The main content area is divided into two sections. The top section is titled 'EAS0430 Users' and contains a list of users: 'ADMIN8- MELISSA NATHAN', 'asheeh1- Aileen Sheehan', and 'ejacob- Eileen Jacobson'. The 'asheeh1- Aileen Sheehan' user is selected. The bottom section is titled 'asheeh1 MT Template Permissions' and contains two lists: 'Inactive Templates' and 'Active Templates'. The 'Inactive Templates' list contains two items: '1234 - EB Wire Test' and '1235 - EB REP TEST'. The 'Active Templates' list is empty and contains the text '(No Templates Active)'. Between the two lists are two buttons: a right arrow button (>) and a left arrow button (<).

2. Select a user in the User list box
3. The Inactive and Active templates for the selected user only are displayed in the Inactive and Active Templates list boxes
4. Select the template(s) in the Inactive list box and use the right arrow button [>] to move them to the Active list box
5. Select the template(s) in the Active list box and use the left arrow button [<] to move them to the Inactive list box

ii. Setting Entry and Approval Limits for Templates Assigned to Users

1. Perform steps 1 to 4 above for Permitting Wire Templates to Users



238156 Users

DemoUser1- Demo Melissa

Template	Template Name	Max Entry	Max Entry per Day	Max Approval	Max Approval per Day
1234	EB Wire Test	0.00	0.00	0.00	0.00

Submit Reset

2. Select a single template or multiple templates in the Assigned Templates list box and click the **Change Entry/Approval Limits** button
3. Enter the total dollar amount per transaction for which the user can use this template in the Max Entry field
4. Enter the total dollar amount per day for which the user can use this template in the Max Entry per Day field
5. Enter the total dollar amount per transaction for which the user can approve this template in the Max Approval field
6. Enter the total dollar amount per day for which the user can approve this template in the Max Approval per Day field.

C. APPROVAL REQUIREMENTS

The Administrator uses the Approval Requirements service to add and manage approval settings at the account level instead of the user level. These approval requirements control the number of approvers or approval level by dollar tier also referred to as “dynamic” for free form money transfer requests and customer defined templates.

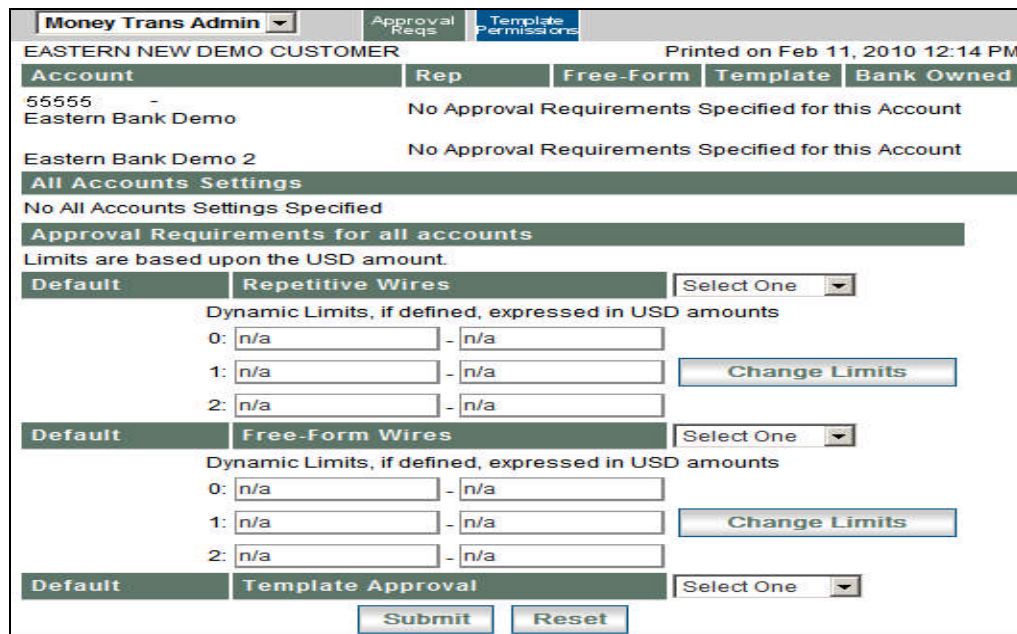
To select this service click on the **Approval Reqs** tab.

Note: Approvals set for Bank defined templates using the wire templates service override the approval requirements set for the account on the Approval requirements service.

i. Setting up approval requirements at the account level

To set up money transfer approval settings, the Administrator must indicate the setting for each Money Transfer type. The money transfer types that are utilized are *repetitive* and *free form*. The approval settings you can choose for each money transfer type are:

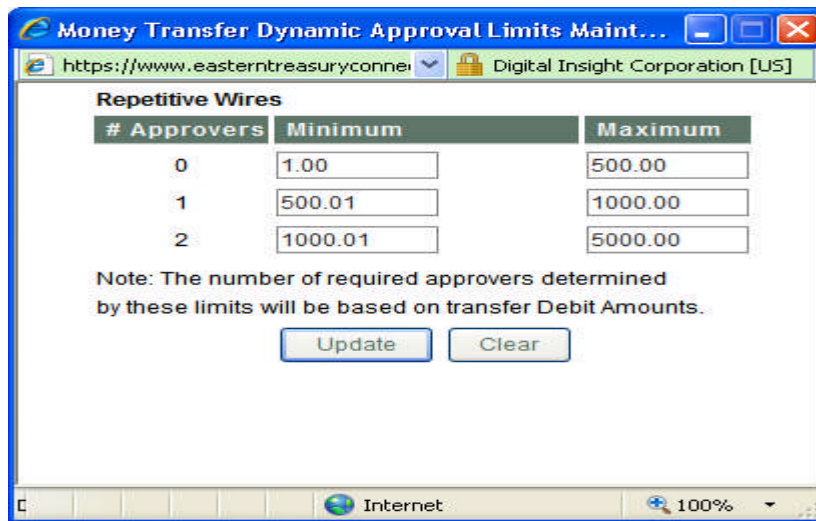
1. 0 – no one other then the user entering will need to approve the wire
2. 1 – one person must approve money transfers on this account
3. 2 – two people must approve money transfers on this account
4. Dynamic – set up the dollar amount range and approver level based on amount
5. Not available – users cannot add money transfers using this account



The screenshot shows the 'Money Trans Admin' interface with the 'Approval Reqs' tab selected. The page title is 'EASTERN NEW DEMO CUSTOMER' and it is printed on Feb 11, 2010 12:14 PM. The interface displays a table with columns: Account, Rep, Free-Form, Template, and Bank Owned. The table shows two accounts: '55555 - Eastern Bank Demo' and 'Eastern Bank Demo 2', both with 'No Approval Requirements Specified for this Account'. Below the table, there is a section for 'All Accounts Settings' with a message 'No All Accounts Settings Specified'. The 'Approval Requirements for all accounts' section is active, showing 'Limits are based upon the USD amount.' The 'Default' dropdown is set to 'Repetitive Wires'. Under 'Dynamic Limits, if defined, expressed in USD amounts', there are three rows (0, 1, 2) with input fields for 'n/a' and a 'Change Limits' button. The 'Default' dropdown is also set to 'Free-Form Wires', and the same dynamic limits section is visible. At the bottom, the 'Default' dropdown is set to 'Template Approval', and there are 'Submit' and 'Reset' buttons.

To set the limit for the account in the approval reqs tab following the steps below:

1. In the **Repetitive wire** section, click the select arrow and choose an option from the drop down list. If you choose dynamic, a popup box will be presented to enter the dollar limits. Dollar amounts should be entered without commas, decimals are required and need to increment up by \$.01



# Approvers	Minimum	Maximum
0	1.00	500.00
1	500.01	1000.00
2	1000.01	5000.00

Note: The number of required approvers determined by these limits will be based on transfer Debit Amounts.

Update Clear

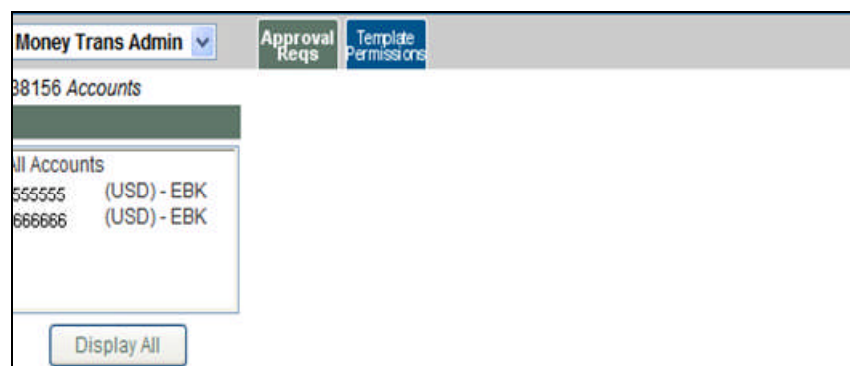
2. The **Free-form** wire section follows the same steps outlined in #1.
3. **Template approval** determines if additional approval is needed when creating a customer maintained template.
4. Once completed click the **Submit** button to save the approval requirements.

The limits that you set up in the Approval Reqs service will apply to all users set up for the wire account. The limits **do not apply to Bank defined templates**.

ii. Account Approval Requirements Report

To view what the current approval requirements setting for all accounts are set up for the wire service follow the steps below:

1. Click on the **Approval Reqs** tab in MT Admin
2. Click the **Display all** button or highlight which account to view.
3. The accounts will display the current setting and the last modified information.



Money Trans Admin

Approval Reqs Template Permissions

38156 Accounts

All Accounts

555555 (USD) - EBK

666666 (USD) - EBK

Display All

II. MONEY TRANSFER SERVICE

The Money Transfer service allows the corporate user to set up customer defined templates, create template groups, input wires, input multiple wires, approve wires, approve customer templates (if required) and view reports of any transactions initiated through the TreasuryConnect system.

A. WIRE INPUT SERVICE

Corporate users use the Wire Input service to initiate a free form or repetitive money transfer. User permissions will determine whether or not a user has access to a repetitive template or a free-form template to enter money transfer information.

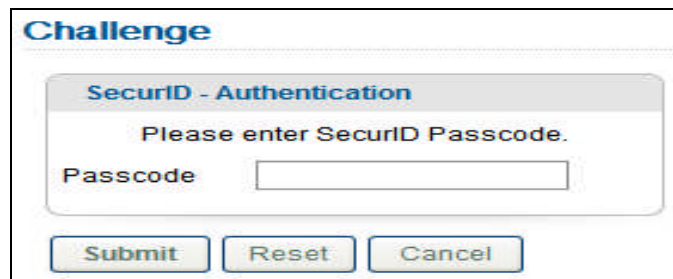
i. Inputting Wires

Click on the Wire Input Tab.



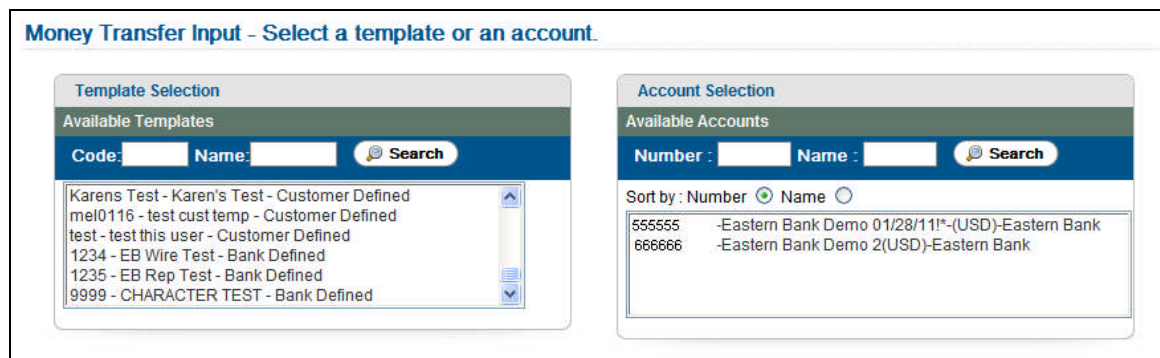
A horizontal navigation bar with seven tabs: 'Money Transfer' (selected, with a dropdown arrow), 'Wire Input', 'Wire Approval', 'Multiple Entry', 'Wire Report', 'Wire Templates', and 'Template Groups'.

1. When you select the **Wire Input** tab a challenge pop up box will appear. Enter your PIN plus token code to access the wire input selection page. (Be sure the token code has changed from login)





A 'Challenge' pop-up box titled 'SecurID - Authentication'. It contains the text 'Please enter SecurID Passcode.' and a 'Passcode' input field. Below the input field are three buttons: 'Submit', 'Reset', and 'Cancel'.

2. Select the desired Bank or Customer template to use for the wire.



The 'Money Transfer Input - Select a template or an account' screen. It features two main sections: 'Template Selection' and 'Account Selection'.
Template Selection: Includes a search bar with 'Code:' and 'Name:' fields and a 'Search' button. Below is a list of templates: 'Karens Test - Karen's Test - Customer Defined', 'mel0116 - test cust temp - Customer Defined', 'test - test this user - Customer Defined', '1234 - EB Wire Test - Bank Defined', '1235 - EB Rep Test - Bank Defined', and '9999 - CHARACTER TEST - Bank Defined'.
Account Selection: Includes a search bar with 'Number:' and 'Name:' fields and a 'Search' button. Below is a table of accounts with columns for 'Number' and 'Name'. The table shows two accounts: '555555 - Eastern Bank Demo 01/28/11*(USD)-Eastern Bank' and '666666 - Eastern Bank Demo 2(USD)-Eastern Bank'. A 'Sort by' dropdown is set to 'Number'.

***If you are not permitted to initiate free form wires you will not see the Account Selection section.

Sender		Information	
Template	test this user		
Originating Party Account Name	Eastern Bank Demo 01/28/11!*		
Originating Party Account	666666	USD)	
Beneficiary		Information	
Account Name	demo acct		
Account Number	555555		
Account Currency	USD - US Dollar		
Account Address 1	main		
Account Address 2	lynn		
Routing		Information	
Beneficiary Bank	011301798 - EASTERN BANK		
Transfer		Information	
Amount	<input type="text"/>		
Send Date	09/15/2011 		
Value Date	09/15/2011 		
Originator-to-Beneficiary		Information	
line 1 (35)	<input type="text"/>		
line 2 (35)	<input type="text"/>		
line 3 (35)	<input type="text"/>		
line 4 (35)	<input type="text"/>		

1. Enter the dollar amount in the open field next to the *Amount*.
2. Enter the date on which the money transfer will be released to the bank for payment in the *Send Date* field. *Note:* You can enter a wire up to 4 business day greater that the current day on the system.
3. Enter the date the money transfer payment is to be received in the *Value Date* field.
4. Click the **Submit** button. The Wire Transfer Review page displays
5. Review the detail for the money transfer. If the information on the Wire Review page is not correct, click the **Clear** button to delete the money transfer without initiating it
6. If no further approvals are required, the system displays an **Approve** button

Sender's		Information	
Originating Party Account Name	Eastern Bank Demo 01/28/11!*		
Originating Party Account	666666	(USD)	
Amount	0.01		
Currency	USD - US Dollar		
Beneficiary		Information	
Account	555555 - demo acct		
Address 1	main		
Address 2	lynn		
Amount	0.01		
Currency	USD - US Dollar		
Beneficiary Bank	011301798 - EASTERN BANK		
Addr 1	BOSTON		
Addr 2	MA		
Pay Beneficiary by	Wire		
Originator-to-Beneficiary		Information	
Bank-to-Bank		Information	
Additional		Information	
Send Date	Sep 16, 2011		
Value Date	Sep 16, 2011		
<p>Upon submission of your wire transfer request, failure to wait for the Confirmation page to display may result in the loss of information.</p>			
		<input type="button" value="Approve"/> <input type="button" value="Clear"/>	

7. Click the **Approve** button, if the details for the transfer are correct and the wire is complete.
8. If additional approvals are required, the system displays an **Enter** button
9. Click the **Enter** button, if the details for the transfer are correct. *Note: the wire will stay in a pending status until another user approves the wire.*
10. The Wire Confirmation page displays.

<p>Eileen Jacobson Eastern Bank Demo Eastern Bank 195 Market Street Lynn, MA 01901</p> <p>Debit Bank: EBK - Eastern Bank Debit Account: 555555 - Eastern Bank Demo 1</p> <p>Debit Currency: USD - US Dollar Debit Amount: 1.00 Template ID: Free Form - 1 Approvers Originator-to-Beneficiary: line 1 - test bene Entry Cust/User: 238156 - ejacob</p>	<p>Accepted on: Sep 27, 2011 at 11:43:43 AM Send Date: Sep 27, 2011</p> <p>Credit Bank: 011301798 - EASTERN BANK Credit Account: 666666 - testing main st lynn, ma Credit Currency: USD - US Dollar Credit Amount: 1.00</p> <p>Value Date: Sep 27, 2011 Entry Date/Time: Sep 27, 2011 - 11:43:43 AM</p>
<p>Bank Trace #: 2011270000001 Cust Pending #: 000162</p> <p style="text-align: right;">Addtl Approvers Required: 1</p> <p style="font-size: small;">In order to submit a Money Transfer request on the account numbers described above, approval is required. Please press the print button on your browser to generate a hard copy of this wire transfer request.</p> <p style="font-size: x-small;">Please note that the Bank to Bank Information fields are no longer available for free form input. If you have information that you would like to provide to your beneficiary please utilize the Originator to Beneficiary Information fields.</p>	

ii. Inputting a Free Form Wire

To input a free form wire, select to the **Wire Input** tab. If you have been granted permission in the wire accounts service to perform free form transfers, the accounts you are permitted to will be displayed on the right side of the screen under the **Available Accounts** section.

To input a free form wire transfer, follow the steps below:

1. Select the account to be debited from the available account listing.

Money Transfer Input - Select a template or an account.

Template Selection

Available Templates

Code: Name:

Karens Test - Karen's Test - Customer Defined

me10116 - test cust temp - Customer Defined

test - test this user - Customer Defined

1234 - EB Wire Test - Bank Defined

1235 - EB Rep Test - Bank Defined

9999 - CHARACTER TEST - Bank Defined

Account Selection

Available Accounts

Number: Name:

Sort by: Number ☒ Name ☐

555555 -Eastern Bank Demo 01/28/11*(USD)-Eastern Bank

666666 -Eastern Bank Demo 2(USD)-Eastern Bank

2. Fill in the Beneficiary account information lines. All of the fields in red are required to process the wire transfer.

Sender		Information	
Template	no template - free form	<button>Create Template</button>	
Initiator	ejacob - Eileen Jacobson		
Originating Party Account Name	Eastern Bank Demo 01/28/11!*-		
Originating Party Account	555555	(USD)	
Beneficiary		Information	
Account Name (35)	<input type="text"/>		
Account Number (34)	<input type="text"/>		
Account Currency	USD - US Dollar <input type="button" value="v"/>		
Address 1 (35)	<input type="text"/>		
Address 2 (35)	<input type="text"/>		
Address 3 (35)	<input type="text"/>		
Routing		Information	
Beneficiary Bank	<input type="text"/>		<input type="button" value="Search"/>
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	

- Fill in the beneficiary bank ABA or click the search button and enter the name or part of the ABA. Once located double click on the bank and it will bring you back to the entry screen. Hit Submit

Routing		Information	
Beneficiary Bank	011301798 - EASTERN BANK		
Transfer		Information	
Amount	<input type="button" value="v"/>	<input type="text"/>	
Send Date	09/27/2011		<input type="button" value="v"/>
Value Date	09/27/2011		
Originator-to-Beneficiary		Information	
line 1 (35)	<input type="text"/>		
line 2 (35)	<input type="text"/>		
line 3 (35)	<input type="text"/>		
line 4 (35)	<input type="text"/>		
Bank-to-Bank		Information	
line 1 (35)	<input type="text"/>		
line 2 (35)	<input type="text"/>		
line 3 (32)	<input type="text"/>		
<input type="button" value="Submit"/>		<input type="button" value="Save as Template"/>	
		<input type="button" value="Reset"/>	

- Fill in the **dollar amount** of the transaction (US dollars only)
- The **send date** will default to the currently processing date, but you can change it up to four business days ahead if required.
- If you have any **originator to beneficiary information** (OBI), fill it in the lines provided. This information will go out with the wire as instructions to the receiver of the funds.
- If there is specific **bank to bank information** (BBI) fill it in, but this field is usually only used by Eastern or if we have advised you to fill in information when an intermediary bank is used.
- Click Submit
- You will be brought to the wire transfer review page. Verify all of the information.

10. If any of the information is incorrect press CLEAR and the wire will not be processed. Otherwise, press the approve or enter button. If the wire requires a second approval you will see an enter button otherwise the approve button will appear.

You will be brought to the wire transfer review page. Verify all of the information

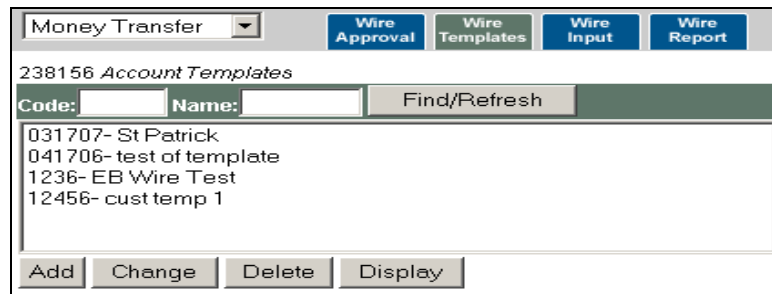
The confirmation page will appear as it does with the repetitive wire. To verify the status of your wire you can go to the Wire Report.

B. Wire Template Service

The Wire Template service allows any user, given the **MTCustTemp** permission in User Administration permissions, the ability to manage customer defined (not bank defined) templates. It allows the user to

- View the list all customer defined templates
- Add and delete templates
- View detailed template information
- Make changes to templates
- Determine if the template is available to all users or this user only

This service gives the customer the ability to define templates and create their own dollar or approval limits at the user level using the wire account service or the Approval Reqs service for limits at the account level in MT Admin.



The screenshot shows a web application interface for managing wire templates. At the top, there is a dropdown menu set to "Money Transfer" and four buttons: "Wire Approval", "Wire Templates", "Wire Input", and "Wire Report". Below this, the text "238156 Account Templates" is displayed. There are two input fields labeled "Code:" and "Name:", followed by a "Find/Refresh" button. A list box contains the following entries: "031707- St Patrick", "041706- test of template", "1236- EB Wire Test", and "12456- cust temp 1". At the bottom, there are four buttons: "Add", "Change", "Delete", and "Display".

i. Adding a Customer Defined Template

To add a customer defined template, follow the steps below:

1. On the template screen enter a template code.
2. Enter a template name
3. Click the **Add** button. The Select an account page will appear.
4. Click on one of the accounts from the drop down list

Money Transfer	Wire Approval	Wire Templates	Wire Input	Wire Report
Select an account				
Available Accounts				
Bank:	Acct#:	Find/Refresh		
<div> <div>EBK - 555555 JSD)</div> <div>EBK - 666666 (USD)</div> </div>				

5. The template data entry screen will appear

Sender		Information	
customer code	238156		
template code (12)	4526		
template name (35)	loan		save for all users
originating party account name	Eastern Bank Demo 2		
originating party account	99999999 (USD)		
Beneficiary		Information	
account name (35)			
account number (34)			
account currency	USD - US Dollar		
Address 1 (35)			
Address 2 (35)			
Address 3 (35)			
Routing		Information	
beneficiary bank			Search
address 1 (35)			
address 2 (35)			
address 3 (35)			
pay beneficiary by	wire		
Originator-to-Beneficiary		Information	
line 1 (35)			
line 2 (33)			
Bank-to-Bank		Information	
line 1 (35)			
line 2 (35)			
line 3 (32)			
		Submit Reset	

6. .Select whether the template is for all users or only for you
7. Enter the Beneficiary Information
8. Fill in the beneficiary bank ABA or choose the search option
9. Fill in the *optional* originator to beneficiary information
10. Fill in the *optional* Bank to Bank information
11. Click **Submit**

Result: The system saves the new repetitive template

C. WIRE APPROVAL SERVICE

Corporate Users use the Wire Approval service to review and work with pending Money Transfer requests. You can perform any of the following actions for a pending transfer:

- ☐ Approve it
- ☐ Delete it
- ☐ Edit it

i. Approving Pending Wire Transfers

To approve all pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Send Date: Oct 04, 2013													
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	R A
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total						USD	1.00						
<div><div>Approve All</div><div>Submit Selections</div><div>Cancel</div></div>													

Screen Image of Wire Approval - Pending Transfers Page

2. Click the **Approve All** button
3. Use the **Cancel** button if you want to end the approval process
4. Click the **Submit** button to approve the transfers
5. After the approval, the Pending Transfers Confirmation page displays

To approve individually selected transfers:

1. Follow step 1 above
2. Click the red arrow in the Approve column next to a specific transfer to access the Review Pending Transfer Detail page, OR
3. Click the checkbox in the Approve column next to each transfer that you want to approve and click the **Submit Selections** button
4. Click the checkbox again to remove the check mark or use the **Cancel** button to clear all settings to checkboxes.

Send Date: Oct 04, 2013													
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	P
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total						USD	1.00						
<div><div>Approve All</div><div>Submit Selections</div><div>Cancel</div></div>													

Screen Image of Wire Approval - Pending Transfers Page



5. When you use the **Submit Selections** button, you will access the Batch Approvals Review page
6. Review the action selected for each transfer
7. If the action is not correct, click the **Clear** button to return to the Pending Transfers List page
8. If the action is correct, click the **Submit** button to continue the approval process
9. After the approval, the Pending Transfers Confirmation page displays
10. When you use the red arrow to access the Review Pending Transfer Detail page and if additional approval is required, click the **Enter** button to continue the approval process for the selected pending transfer(s)
11. If the transfer(s) do not require any additional approval, click the **Approve** button to approve

Send Date: Sep 29, 2011										
Pend No	Bank No	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Action	Remain
000179	2011272000099		F	EASTERN BANK 555555	test	USD	0.25	09/29/2011 12:21:30 PM EDT	approve	1
Total						USD	0.25			
<div>Submit</div> <div>Cancel</div>										

Screen Image of Wire Approval – Pending Transfer Page

12. After the approval, the Pending Transfers Confirmation page displays

ii. Deleting Pending Wire Transfers

To delete selected pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Send Date: Oct 04, 2013												
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total							USD	1.00				
<div>Approve AllSubmit SelectionsCancel</div>												

Screen Image of Wire Approval - Pending Transfers Page

2. Click the red arrow in the Delete column next to a specific transfer to access the Review Pending Transfer Detail page, OR
3. Click the checkbox in the Delete column next to each transfer that you want to delete and click the **Submit Selections** button.
4. Click the checkbox again to remove the check mark or use the **Cancel** button to clear all settings to checkboxes. This does not clear locks
5. When you use the **Submit Selections** button, you will access the Batch Approvals Review page
6. Review the action selected for each transfer
7. If the action is not correct, click the **Cancel** button to return to the Pending Transfers List page

Send Date: Sep 29, 2011										
Pend No	Bank No	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Action	Remaini
000179	2011272000099		F	EASTERN BANK 555555	test	USD	0.25	09/29/2011 12:21:30 PM EDT	approve	1
Total						USD	0.25			
<div><div>Submit</div><div>Cancel</div></div>										

8. If the action is correct click the **Submit** button to continue the deletion process
9. The Pending Transfers Confirmation page displays
10. When you use the red arrow to access the Review Pending Transfer Detail page, click the **Delete** button to continue the deletion process for the selected pending transfer(s)
11. The Pending Transfers Confirmation page displays

iii. Editing Pending Wire Transfers

To edit pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Send Date: Oct 04, 2013												
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total						USD	1.00					
<div><input type="button" value="Approve All"/> <input type="button" value="Submit Selections"/> <input type="button" value="Cancel"/></div>												

Screen Image of Wire Approval - Pending Transfers Page

2. To edit a specified transfer from the Review Pending Transfers List page, click the red arrow in the Edit column next to a specific transfer to access the first Revise Pending Transfer Detail page
3. Make changes to editable fields as necessary
4. Click the **Submit** button. The system processes the transfer as a newly created transfer with validations handled as a new wire and user limits reset
OR Click the **Save as Template** button to access the Template Maintenance page
5. Finish defining the template and save your changes. The system returns you to the second Revise Pending Transfer Detail page

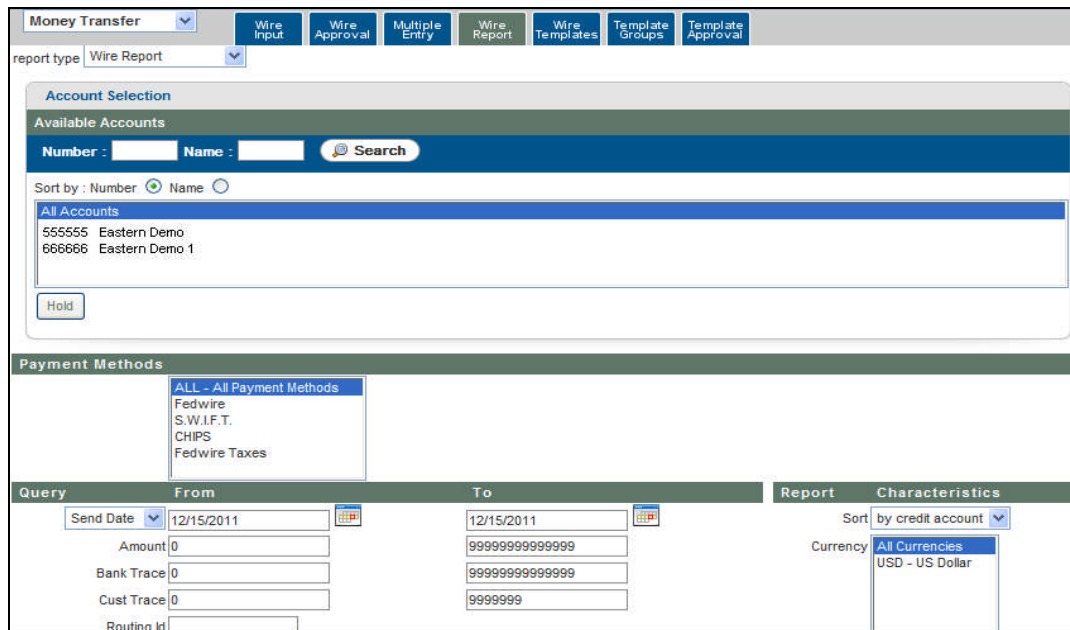
D. WIRE REPORT SERVICE

Corporate Users use the Wire Report service to either create a report of Outgoing Wire Transfer activity or Incoming Wire Transfer activity in TreasuryConnect.

i. Outgoing Wire Transfer Report

To generate a report of outgoing wire transfers in TreasuryConnect:

1. Select the Wire Report tab to access the Wire Report Selection Page. Select report type Wire Report for outgoing wires.




2. Select whether the wires you would like to view are for the send date or value date. If you initiate a wire today effective dated tomorrow the value date is the effective date of the wire.
3. Enter in the date range fields the starting and ending date to display
4. Enter in the amount range fields the minimum and maximum amounts to display
5. Enter in the bank trace range fields the lowest and highest bank trace numbers to display
6. Enter in the customer trace range fields the lowest and highest customer trace numbers to display
7. Select from the sort drop-down list field the method by which the system should sort the money transfers on this report
8. Click the **Submit** button to create the report and display the Outgoing Money Transfer Report



Eastern Bank Demo											Money Tr
Approved Transfers											Printed on Sep 27, 2011
Bank No	Cust No	Debit Account	Template	Beneficiary Bank Beneficiary Acct	Beneficiary Acct Name	Curr	Transfer Amount	Value Date	Pay Method	Status Fed Ref/Swift ID	Entry Methd
Send Date: Sep 12, 2011											
2011255000023	000108	555555 (USD) - Eastern Bank Demo 01/28/11!*-	EB Internal Wire Sample	EASTERN BANK 666666	Eastern Bank	USD	1.00	12-Sep-11	FW	Acknowledged 20110912A1B7AA1C000035	T
Total: USD							1.00	(1)			
Approved Total: USD							1.00	(1)			
Report Totals											
	Curr	Amount	Processed								
REPORT TOTAL:	USD	1.00	(1)								

9. The following are the options that may appear in the status field:
- Pending – wire pending approval
 - Approved – Wire approved by not received or sent to the wire system
 - Confirmed – Wire received by the wire system
 - Rejected – Wire transfer was not processed by the bank
 - Acknowledged – the wire was sent to the FED and a confirmation # received
10. Click the magnifying glass icon in the detail column to access the Processed Wire Report Detail page. Once the wire has been sent to the FED your confirmation number will appear on the bottom of the detail report.

No	Cust No	Debit Account	Template	Beneficiary Bank Beneficiary Acct	Beneficiary Acct Name	Curr	Transfer Amount	Value Date	Pay Method	Status Fed Ref/Swift ID	Entry Method	Details
Date: Sep 29, 2011												
2000096	000109	555555 JSD) - Eastern Bank Demo 01/28/11!*-		EASTERN BANK 666666	test	USD	1.00	29-Sep-11	FW	Approved	F	
							Total: USD	1.00	(1)			
							Approved Total: USD	1.00	(1)			

11. View the detail information and click the **Close** button to return to the Wire Report Selection page

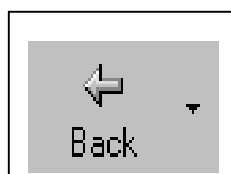
Sender's Debit Information
Originating Party Name: Eastern Bank Demo 01/28/11*-
Originating Party Account: 555555 (USD)
amount: 1.00
currency: USD - US Dollar
Beneficiary's Information
account: 555555 - test
address 1: main
address 2: lynn
amount: 1.00
currency: USD - US Dollar
Additional Information
send date: Sep 29, 2011
value date: Sep 29, 2011
Bank Routing Information
beneficiary bank: 011301798 - EASTERN BANK
routing #: 011301798
payment method: FED
Originator-to-Beneficiary Information
none
Bank-to-Bank Information
none
Control Information
bank trace no: 2011272000096
customer trace no: 000109
entry cust/user: 238156 - pgalan
entry date/time: Sep 29, 2011 - 12:14:39 PM

Screen Image of Wire Report – Report Detail Page

Screen Image of the FED Confirmation

Control Information
bank trace no: 2011255000023
customer trace no: 000108
entry cust/user: 238156 - asheeh2
entry date/time: Sep 12, 2011 - 11:15:30 AM
approver 1 cust/user: -
approver 1 date/time: -
approver 2 cust/user: -
approver 2 date/time: -
status: Acknowledged
entry method: Template
report created: Sep 29, 2011 - 03:32:47 PM
Confirmation Information
line 1: 110912111531H300
line 2: 20110912A1B7AA1C000035
<input type="button" value="Close"/>

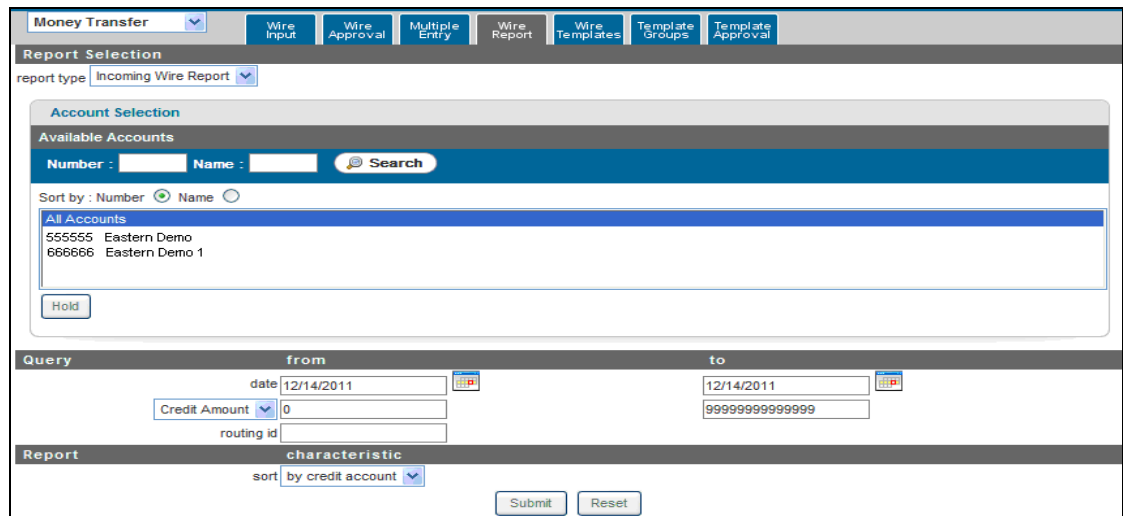
12. Use the Browser's **Back** button to return to the Wire Report Selection Page.



ii. Incoming Wire Transfer Report

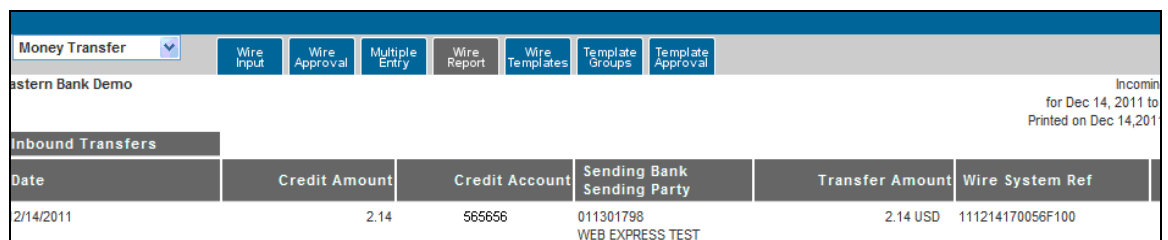
Use the Incoming Wire Report to view detail on incoming wires for 90 days. To generate a report of Incoming wire transfers in TreasuryConnect:

1. Select the Wire Report tab to access the Wire Report Selection Page. The report type is Incoming Wire Report for incoming wires.



The screenshot shows the 'Wire Report' tab selected in the top navigation bar. Below it, the 'Report Selection' section is active, showing 'Incoming Wire Report' as the report type. The 'Account Selection' section displays a list of available accounts: '555555 Eastern Demo' and '666666 Eastern Demo 1'. The 'Query' section includes fields for 'date' (12/14/2011), 'Credit Amount' (0), and 'routing id'. The 'Report' section shows 'characteristic' and 'sort by credit account'. 'Submit' and 'Reset' buttons are at the bottom.

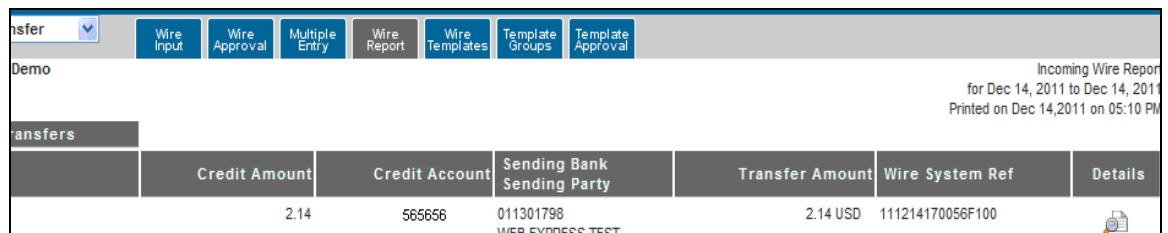
2. Enter in the date range fields the starting and ending date to display
3. Enter in the amount range fields the minimum and maximum amounts to display
4. Click the **Submit** button to create the report and display the Incoming Money Transfer Report




The screenshot shows the 'Incoming Money Transfer Report' for Dec 14, 2011 to Dec 14, 2011. The report is titled 'Incoming Money Transfer Report for Dec 14, 2011 to Dec 14, 2011 Printed on Dec 14, 2011'. The table below shows the transfer details:

Date	Credit Amount	Credit Account	Sending Bank Sending Party	Transfer Amount	Wire System Ref
12/14/2011	2.14	565656	011301798 WEB EXPRESS TEST	2.14 USD	111214170056F100

5. Click on the magnifying glass to view the details.



The screenshot shows the 'Incoming Wire Report' with a magnifying glass icon in the bottom right corner. The report is titled 'Incoming Wire Report for Dec 14, 2011 to Dec 14, 2011 Printed on Dec 14, 2011 on 05:10 PM'. The table below shows the transfer details:

Credit Amount	Credit Account	Sending Bank Sending Party	Transfer Amount	Wire System Ref	Details
2.14	565656	011301798 WEB EXPRESS TEST	2.14 USD	111214170056F100	



6. View the detail information for the incoming wire and click close.

Eastern Bank Demo

Incoming Wire Detail Report
Printed on Dec 14, 2011 05:12 PM

Process Information

Wire system reference: 111214170056F100

Transfer Amount: USD 2.14

Exchange Rate: 1

Credit Amount: USD 2.14

Sending Bank: 011301798

Sending Party: WEB EXPRESS TEST

Message Reference: 111214170040H300

Transfer Text: Value Date: 20111214

Sending Bank: 011301798 - EASTERN BANK

Fed Reference: 20111214A1B7AA1C00029812141700FT03

Credit Account: 565656

Originating Account: 666666

Originating Party: WEB EXPRESS TEST

C/O LORRAINE BENOIT

195 MARKET ST EP3-11

LYNN, MA 01901-

Beneficiary Account: 555555

Beneficiary Party: DEMO ACCT

MIAN

LYNN

Beneficiary Bank: EASTERN BANK

BOSTON

MA

BOSTON, MA

Receiving Bank: 011301798

Close

E. MANAGING TEMPLATE GROUPS

Administrators and assigned users can use the **Template Groups** service to create and manage groups of templates that you can use in the Multiple Entry service.

The permission associated with this service is TemplateGrp that the Administrator has access to under User Administration permissions

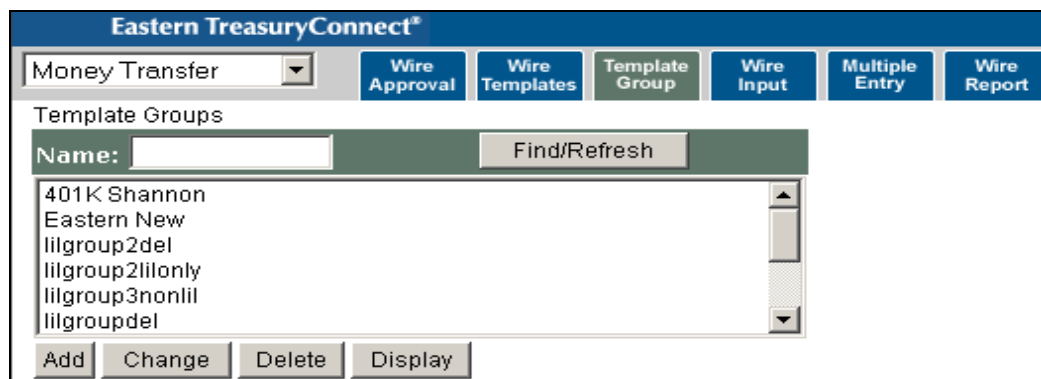
Any user with permission to the Template Group service has permission to add, change, and delete a template group. Please use caution when working with template groups that you did not define.

i. Adding Template Groups

You can add both domestic and international repetitive templates. There is no limit to the number of templates in a group, and templates can be members of multiple groups. However, you can submit only a maximum of 150 wires in a multiple entry transfer. It is recommended that you do not select more than 150 templates when adding templates to any one group.

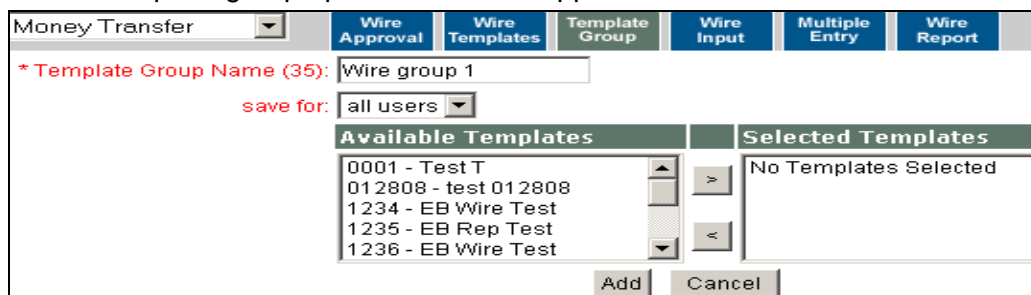
To add a new template group, follow the steps below:

1. Click the Template Groups tab
2. The template group selection page will appear



The screenshot shows the 'Eastern TreasuryConnect*' interface. At the top, there's a navigation bar with buttons: 'Money Transfer' (dropdown), 'Wire Approval', 'Wire Templates', 'Template Group' (active), 'Wire Input', 'Multiple Entry', and 'Wire Report'. Below this, the 'Template Groups' section has a 'Name:' field, a 'Find/Refresh' button, and a list of template groups: '401K Shannon', 'Eastern New', 'lilgroup2del', 'lilgroup2lilonly', 'lilgroup3nonlil', and 'lilgroupdel'. At the bottom are buttons: 'Add', 'Change', 'Delete', and 'Display'.

3. Type the name of your template group in the **NAME** field and click the **Add** button.
4. The template group option screen will appear.



The screenshot shows the 'Template Group Name' screen. It has a 'Money Transfer' dropdown and navigation buttons: 'Wire Approval', 'Wire Templates', 'Template Group' (active), 'Wire Input', 'Multiple Entry', and 'Wire Report'. The main area contains a red asterisk followed by 'Template Group Name (35):' and a text field containing 'Wire group 1'. Below this is a 'save for:' dropdown set to 'all users'. There are two list boxes: 'Available Templates' (containing '0001 - Test T', '01 2808 - test 01 2808', '1234 - EB Wire Test', '1235 - EB Rep Test', '1236 - EB Wire Test') and 'Selected Templates' (containing 'No Templates Selected'). Between the lists are arrow buttons (> and <). At the bottom are 'Add' and 'Cancel' buttons.

5. Select the save for option of either **all users** or **this user**.
6. Select the templates from the **Available templates** by clicking on them and moving them to the **selected template** section using the arrow key.
7. Once all the templates are selected, click the **add** button, and you will get a message box that confirms the template was saved, then click OK to clear the screen.

ii. Deleting Template groups

You can also delete a template group using this page. To delete one or more groups, highlight the groups then click **Delete**. When the confirmation popup displays, click **OK** to complete the deletion.

F. MULTIPLE ENTRY

Use the Multiple Entry service to enter multiple money transfer requests from a single page. The repetitive template is the only template type available in this service. The templates that display in the list are those to which the user has permission, and also permission to the debit account used in the template.

Note: When you enter money transfer data, the system does *not* accept a dash (-) or colon (:) as the first character of any field, which ensures that each wire is SWIFT compatible.



The permission associated with this service is MultiEntry in the User Administration permission listing.

I. Multiple Entry Input

Use this page to enter the wire transfer date and amount for each template or template group selected, and submit the transfer for validation. If you select a template group, only the templates that are approved for use display in the template list. The header information contains the number of permitted templates and templates that are pending approval.

1. Select the templates or groups from the listing
2. Click the **INPUT WIRES** button. The multi input screen will appear

Money Transfer

Wire Approval

Wire Templates

Template Group

Wire Input

Multiple Entry

Wire Report

Select Templates or a Group

Available Templates			Available Groups		Templates Per Page
Code:	Name:	Find/Refresh	Name:	Find/Refresh	10
<div>0001 - Test T - Bank Defined 012808 - test 012808 - Customer Defined 1234 - EB Wire Test - Bank Defined 1235 - EB Rep Test - Bank Defined 1236 - EB Wire Test - Customer Defined 1237 - Wire Test - Bank Defined</div>			<div>401K Shannon Eastern New lilgroup2lilonly lilgroup3nonlil lilgroupdel lilonegroup</div>		
<div>Input Wires</div>					

Select All

Page 1 of 1

Select	Template Code/Name	Orig. Account/Bene. Account	Send Date	Amount	Originator-to-Beneficiary Information
<input type="checkbox"/>	1234 EB Wire Test	555555 (USD) 666666 (USD)	09/29/2011	<div></div>	Eastern Bank Dem <div>Add OBI</div>
<input type="checkbox"/>	1235 EB Rep Test	666666 (USD) 555555 (USD)	09/29/2011	<div></div>	E B Rep test <div>Add OBI</div>

Delete Selected

Submit Selected

Reset

Save As Group

Cancel



3. Select the wires and input the dollar amount.
4. Then you can click the **Submit selected** or **Delete selected** button
5. The recap page will appear
6. Then you can either approve, correct or cancel the entries

Money Transfer		Wire Approval	Wire Templates	Template Group	Wire Input	Multiple Entry	Wire Report
Group Name: Eastern New							
Template Code/Name	Orig. Account/Bene. Account	Orig. Amount/Bene. Amount	Send Date				
1234	60018- I (USD)	12.00	03/14/2008				
EB Wire Test	60018- I (USD)	12.00					
1235	6001 } (USD)	13.00	03/14/2008				
EB Rep Test	6001 (USD)	13.00					
Total Count 2		Total Debit Amount: 25.00 (USD)					
Approve/Enter		Correct Entries		Cancel			

7. The confirmation page will appear. If the wire requires additional approvals, this information will be indicated in the **Remaining Approver** field.
8. Click the **Close** button

Group Name: Eastern New					
Bank / Cust Trace	Template Code / Name	Orig. Account / Bene. Account	Orig. Amount / Bene. Amount	Send Date	Remaining Appr
2008074000001	1234	6001- (USD)	12.00	03/14/2008	1
000101	EB Wire Test	6001 (USD)	12.00		
2008074000002	1235	60018- (USD)	13.00	03/14/2008	0
000067	EB Rep Test	600 (USD)	13.00		
Total Count 2			Total Debit Amount: 25.00 (USD)		
<div>Close</div>					
<p>In order to submit a Money Transfer request on the account numbers described above, approval is required. Please press the print button on your browser to generate a hard copy of this wire transfer request.</p> <p>Please note that the Bank to Bank Information fields are no longer available for free form input. If you have information that you would like to provide to beneficiary please utilize the Originator to Beneficiary Information fields.</p>					